

## COURT ADMINISTRATOR

**Department:** Police  
**Division:** Civilian  
**Appointing Authority:** Police Chief

**Grade:** NR2  
**Revision Date:** 11/19  
**Bargaining Unit:** NA

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### **Definition:**

Performs highly responsible and confidential administrative and prosecutorial duties serving as the department's primary liaison to the District and Superior Courts and District Attorney's Office; all other work as required that is logical to the position.

### **Supervision:**

Works under the policy directive(s) of the Chief of Police; works under the direct supervision of the Administrative or Patrol Lieutenant or his/her designee.

Performs no supervisory functions; works collaboratively with other personnel.

### **Environment:**

Minimal physical effort required in performing duties under typical office conditions. Operates computers, calculators and other standard office equipment. Noise levels are usually quiet to moderate.

Has frequent contact with court system, attorneys, citizens, employees, city departments, outside organizations, and the general public. Has access to a high level of department level oriented confidential information.

Errors in judgment, duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of police service for the city.

Performs highly responsible processing functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations and departmental policies, procedures and methods.

Has daily access to confidential information subject to non-disclosure or limited disclosure pursuant to law or regulation.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

In addition to prosecutorial duties the Court Administrator may be assigned to assist the Administrative Division with other court or evidence functions, working closely with Police Officers or others as appropriate.

The functions, duties and responsibilities of the position include but are not limited to:

Works closely with the District Court Clerk's Office and the District Attorney's Office, in the coordination and prosecution of all criminal, non-criminal and civil cases involving the Greenfield Police Department; including the scheduling of trials, show cause hearings and magistrate hearings in a cost-effective and efficient manner. Responsible for tracking and documentation of all cases ensuring response to court requests and time-line management.

Oversee all recommendations for dispositions regarding all department related court cases

Administer the legal process system for service of all summons and subpoenas and all other legal process.

Review all paperwork necessary for court relating to any criminal complaints, summonses, criminal and non-criminal citations issued and city ordinance violations requested by this department.

Prepare the court schedule for departmental officers in a timely fashion.

Review, approve and process all court overtime slips and ensure that all officers carry out their duties as prescribed in the Rules and Regulations and Policies and Procedures of the Greenfield Police Department.

Administer the department's non-criminal citation process working closely with the City Clerk, Mayor's office and other department's citations.

Provide copies of reports, as required, to the office of the Clerk-Magistrate, and the District Attorney's Office.

Represent the department at show cause and/or magistrate hearings.

Assist with other functions as assigned by the Administrative Division Supervisor.

When assigned, may work in concert with the Administrative Lieutenant to ensure proper storage and chain of custody in regard to evidence and the evidentiary process.

### **Minimum Qualifications:**

### **Education and Experience:**

Associates degree in Criminal Justice, Office or Business Management or related field, bachelor degree preferred. Five years of responsible office experience preferably in a court, police or municipal office related experience, or any equivalent combination of education and experience that enables performance of all aspects of the position. Working knowledge of police and court environments, language and methods of operation is necessary.

### **Knowledge, Ability and Skill:**

Must possess a high level of interpersonal skills to handle sensitive and confidential situations or information with considerable knowledge of the rules, regulations, procedures and functions of State court systems and departmental requirements. Position continually requires tact, diplomacy and the ability to

interact in a positive and effective manner with a wide variety of individuals, including the court personnel, general public, employees, and personnel at all levels of authority including police and outside law enforcement officials.

Ability to perform projects and assignments on the basis of general outlines or directions without specific instructions as to details, and to perform continuing assignments independently. Ability to prepare routine correspondence, reports and analyses; court documents including tracking, oversight and reporting.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems. Knowledge of or ability to learn IMC software system.

Ability to understand, comprehend and make inferences from written material; learn job-related material primarily through oral instruction and observation; working knowledge of MA criminal and motor vehicle statutes.

Must have knowledge of standard general court and office procedures and practices; ability to communicate effectively orally and in writing; ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail; ability to meet deadlines and work effectively in pressure situations and in a multi-task environment.

Independent and logical judgment is required to implement policies of supervisor and must perform all aspects of job responsibilities with honesty and integrity; interpret and make decisions in accordance with laws, regulations and established policies.

### **Physical Requirements:**

Frequent sitting, talking, walking and mental concentration for prolonged periods required; frequent use of hands and fingers to handle, feel or operate objects or controls and reach with hands and arms in operating/using various office equipment; occasionally required to lift or move records or objects of up to 15 pounds; specific vision requirements include close vision for extended periods of time at computer monitor, and ability to adjust focus, color vision and depth perception. Must be able to communicate verbally and be understood clearly, ability to operate a personal computer or other keyboard device utilizing a windows environment and to operate a keyboard and standard office equipment at efficient speed.

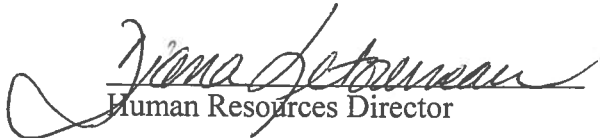
### **Special Requirements:**

Must have a valid Class D Driver's license. Must have an acceptable driving record and be insurable under city's policy. Must successfully pass CORI/ SORI checks and maintain Criminal Offender Record Information (CORI) certification devoid of any and all criminal convictions; ability to pass background investigation at any point during employment with the Greenfield Police department; willingness to sign a Confidential Information Disclosure Agreement.

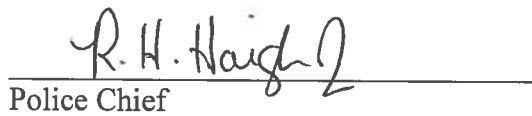
*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

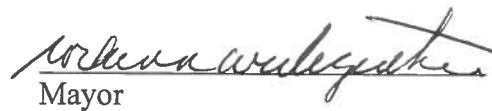
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**Approved:**

  
Human Resources Director

3/4/2020  
Date  
Revision Initial: 11/14, 11/19

  
Police Chief

  
Mayor